

## VITERBO UNIVERSITY PARKING POLICIES SUMMARY-RESIDENT STUDENTS

### PARKING AVAILABILITY

Viterbo University has established a plan intended to provide resident students with clear procedures and policies for parking on campus. One type of parking permit is available for resident students:

<u>Type</u>	<u>Location</u>	<u>Cost</u>
<b>Guaranteed</b>	<b>Parking Lot D</b> (NE Corner of Market St/8 <sup>th</sup> St)	<b>\$125/year</b>
	<b>Parking Lot F</b> (NW Corner of Mississippi St/8 <sup>th</sup> St)	<b>\$125/year</b>
	<b>Parking Lot L</b> (Behind Canticle House)	<b>\$125/year</b>
	<b>Parking Lot N</b> (806/810 8 <sup>th</sup> St, North of Canticle House)	<b>\$125/year</b>
	<b>Parking Lot O</b> (Alley West of Clare Apartments)	<b>\$125/year</b>
	<b>Parking Lot P</b> (Clare Apartments Underground Garage)	<b>\$250/year</b>
	<b>Parking Lot Q</b> (802/804 8 <sup>th</sup> St, West of Mathy Center)	<b>\$125/year</b>

### RESIDENT PARKING LOTS ARE SIGNED ACCORDINGLY.

A resident is a student enrolled at Viterbo University, and residing in campus-owned housing. A total of 163 guaranteed parking permits will be sold. These guaranteed permits will be awarded on a lottery basis to Senior, Junior, and Sophomore residents, with Seniors receiving priority over Juniors, and Juniors receiving priority over Sophomores. A waiting list, based on the results of the lottery will be maintained for the academic year. First year transfer student residents and Freshman residents are ineligible for these permits. The determination of class level will be based on number of total credits on file in the Registrar's Office at the end of the previous academic year. A holder of a guaranteed parking permit is allowed to park in Parking Lot D, F, L, N, O, P or Q only. Permit regulations are enforced 24 hours a day, 7 days a week, including holidays and breaks. Students residing in campus-owned houses are required to purchase a guaranteed parking permit if they desire on-campus parking.

### PARKING PERMITS

Each year, in the Spring, students desiring to reside in Viterbo University housing will complete a housing contract, and will be requested to indicate their interest in a guaranteed parking permit. The Business Office will conduct a lottery for all students interested in a guaranteed parking permit. The Business Office will notify those students awarded a guaranteed permit soon after the lottery is conducted, and those students will be instructed regarding the process of purchasing the guaranteed parking permit. The Business Office will also notify those students who are not awarded a guaranteed permit, soon after the lottery is conducted.

To purchase your permit, please visit the Business Office, and make payment with cash or check. Permits may be purchased from 8:00 a.m. to 3:00 p.m., Monday through Friday, beginning August 1, for the permit period beginning August 15. Each student may purchase one permit only. Permit fees are non-refundable. Resident students may not purchase a commuter/employee parking permit. You must present your Viterbo ID and provide accurate information on the year, make, and model of the vehicle, color of the vehicle,

license plate number, and your current local phone number. For those residents awarded a guaranteed parking permit, payment must be made no later than the second week of school, or the permit eligibility will be forfeited, and awarded to the next resident indicated on the waiting list. A permit is required to park in any of the resident lots during the year.

All parking permits are to be hung in the front window of your vehicle, from the rearview mirror. Failure to properly display the parking permit may result in the ticketing, towing, or “booting” of your vehicle.

Parking permits are valid for one academic year only, from August 15 through August 14, and must be purchased annually. Each year, all upper-class resident students will be asked to indicate their interest in a guaranteed parking permit. Any resident student awarded a guaranteed parking permit in the current year is eligible to renew that guaranteed parking permit in the subsequent year. That student must respond to the annual request, indicate his/her interest, and follow the same procedures for purchasing a permit.

A student who ceases to reside in campus housing during the academic year is required to present his/her parking permit when checking out of the residence. Failure to return the parking permit will result in a fine of \$25 being placed on the parking permit holder’s student account. Once the resident student ceases to reside in campus housing, any resident parking privileges are forfeited.

**FINES/EXPENSES**

Per state statute, Viterbo University reserves the right to ticket, tow, or “boot” any parties or vehicles in violation of the University’s parking policies. Warnings are not issued. All fines must be paid according to the instructions on the ticket. Viterbo University reserves the right to place the fine, plus any penalty, on a student’s account, if it remains unpaid. In addition, parking permits may be revoked.

Parking in a No Parking zone	\$15	
Parking improperly registered vehicle in a guaranteed resident lot	\$25	
Improper parking (on lawn/landscaped areas)	\$15	
Blocking a driveway/access lane/fire lane	\$15	
Parking in a Restricted zone/Reserved Space	\$15	
Parking in an Unauthorized zone/fire lane	\$15	
Non-registered vehicle/trespassing (VU or FSPA)	\$15*	* \$20 if City of La Crosse issues ticket
Backing into stalls	\$15	
Driving or parking on a sidewalk	\$25	
Overnight/overtime parking	\$10	
Handicap parking violation	\$75	
Parking in a visitor spot without temporary permit	\$15	
Fraudulent registration	\$5	
Removal of “boot”	\$30	(paid prior to removal)

FINES/EXPENSES SUBJECT TO CHANGE.

**AS A PERMIT HOLDER, YOU ARE RESPONSIBLE FOR UNDERSTANDING AND ADHERING TO ALL OF VITERBO UNIVERSITY’S PARKING POLICIES. PLEASE VISIT THE LIBRARY OR VITERBO UNIVERSITY’S WEBSITE TO REVIEW A COMPLETE COPY OF THESE POLICIES.**